

**Federal City Performing Arts Association
Gay Men's Chorus of Washington**

**Board of Directors Meeting
August 22, 2004**

Directors present: Allen, Bennett, Blum, Brookshire, Cole, Gerard, Hall, Hartley, Kubiak, Lee, Lewis, Mahaffey, Reiffer, Streit.

Directors absent: Cohen, Gannon, Patton

Staff present: David Bielenberg, Jeff Burhman

Guests present: Tom DiGiovanni (representing Chorus President Patton)

1) Call to Order

Chairman Reiffer called the meeting to order at 10:05 AM.

2) Approval of Minutes

Chairman Reiffer asked that the minutes of the previous meeting be approved. Lewis offered the following amendment:

Lewis gave an overview of the FY 2005 Budget Process and solicited the Board's endorsement for the corresponding program concept. Having this support in place is the building block needed to construct a budget that supports the program and incorporates our financial objectives.

Major program highlights include:

- *Commitment to growth*
- *New Marketing Manager Position*
- *New office space*
- *Increased emphasis on contributed revenue (to 55% of budget)*
- *Another incremental step for the Spring Affair (to \$100k)*
- *A new fund raising event to be held in the fall*
- *Regular subscription and non-subscription concert series*
- *Renewed emphasis on outreach and performance fees*

With no dissention noted, the Finance Committee will proceed to work with the staff to complete a proposed budget for Board review at the August retreat.

Motion: That the minutes of the June meeting be accepted as amended.

Moved: Mahaffey Seconded: Hall Approved: 14-0-0

3) Treasurer's Report

Lewis presented financial statements through July 31 (attached). Annualized projections indicate a deficit of \$4,507.41 after adjustments. This is nearly \$50,000 off budget. (We had set a goal of offsetting the effects of the FY 03A deficit in FY 04 but have failed to do so. Lewis believes that we will need to address this issue by generating operating surpluses in the future.)

Cole asked that the balance sheets be amended to show transfers from restricted to cover debt. Lewis agreed to do so.

Cole asked that the full dues income be shown with an offset for scholarships so that the organization's commitment to providing financial aid was clearly indicated in financial statements. Lewis agreed to do so.

Reiffer suggested that, in the absence of an investment committee, the Executive Director and Treasurer serve as the organization's "money managers." Though this suggestion was not presented as a formal motion, the board quickly reached consensus in support of this idea.

Hall asked whether there was a procedure for approving overspending. Lewis reported that there is no process in place.

Allen asked that monthly financial statements be sent to the full board. Lewis agreed to do so.

It was also suggested that the fact that our members' pay dues be shared with the public to dramatize their commitment to the organization's mission and inspire others to support the chorus.

The Board directed the Executive Director and Finance Committee to pursue the establishment of a line of credit, using the chorus' investments as collateral.

Motion: That the July 31 Financial Report be accepted as distributed.

Moved: Hall

Seconded: Lee

Approved: 14-0-0

4) Executive Session

Chairman Reiffer's called for the Board to enter into an executive session at 11:09 a.m. The executive session ended at 11:19 a.m.

5) 2005 Budget Presentation

On behalf of the Finance Committee, Lewis presented the FY 2005 Operating Budget for the Board's Approval. Gross income was budgeted at \$623,995 and gross expenditures (including a 2% operating reserve) were budgeted at \$614,554.90, producing net income in the amount of \$9,440.10. The budget includes funding for a new marketing position.

Motion: To approve the FY 2005 Operating Budget with the following adjustments:

- 1) Proceeds from new fund raising event be budgeted at \$5,000 rather than \$20,000**
- 2) Individual ticket prices be raised by \$5.00 at all levels except the \$15 level (what does this yield in gross income?)**
- 3) \$6,000 be added to the expense budget to cover the services of the marketing consultant**
- 4) Proceeds from membership dues be increased from \$28,000 to \$32,500**

Moved: Bennett

Seconded: Mahaffey

Approved: 14-0-0

6) Fund Raising Committee Report

Committee Chair Hall stated that the Fund Raising Committee's report of the previous day stands. (I don't have a copy of this....)

7) Executive Director's Report

Executive Director Bielenberg reported that the Chorus office has moved to new space: 2000 P Street, NW, Suite 730, Washington, DC 20036. The new phone number is (202) 293-1548. Mark Garcia Christie had resigned as chorus manager and a search has begun for his replacement. The addition of the new marketing manager position will allow David to devote more of his time to fund raising.

8) Artistic Director's Report

Artistic Director Buhrman reviewed the 2004-2005 concert season. Full chorus concerts include *Men in Tights...A Pink Nutcracker!* on December 4 and 5; *Men! Men? Men...* on March 19 and 20; and *Naked Men* on June 4 and June 18 (in Ft. Lauderdale). Non-subscription events include *Wait Til You See Him...An Evening of Rodgers and Hart*, GMCW's fourth annual cabaret; *Classical Four...with the Rock Creek Singers*; and *Let Us Entertain You... with Potomac Fever, Not What You Think (Lesbian and Gay Chorus of Washington)*, and *Captain Smartpants (Seattle Men's Chorus)*. The Chorus will also perform a series of outreach concerts in support of / in partnership with various organizations throughout the region. These include The Alliance, the Gay-Straight Partnership at Carroll Community College, the National City Christian Church, and Food & Friends.

9) Next Meeting

The next meeting of the full board is September 27.

10) Adjournment

Motion: To adjourn the meeting.

Moved: Lee Seconded: Hall Approved: 14-0-0